



# Filing a Return as a Importer/Exporter Manual Data Entry

**FILE AND PAY AT:**  
<http://sd.gov/epath>

# **BENEFITS OF EPATH**

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

## **Features**

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time

Login >

**Log in to your Account**

Username:

Password:

[Forgot your Password?](#)

Continue

**Create an Account**

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on  
Creating an Account

**Use EPath to file and pay the following taxes:**

911 Emergency Surcharge  
Bank Franchise Tax  
Contractors' Excise Tax  
Sales and Use Tax

**Motor Fuel:**

Biodiesel Producer	Blender
Ethanol Broker	Ethanol Producer
Importer/Exporter	LNG
LPG User	LPG Vendor
Supplier	

Make a Payment >

If you don't have an EPath account and need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.



Due Dates Calendar

ACCESS  
EPATH HELP  
FROM EVERY  
SCREEN

Please refrain from using the browser's back button while using this site.


This site uses SSL (Secure Sockets Layer) encryption to protect your information.

[Privacy Statement](#)

Each  has help information, simply point to the  to display the information.

## Main Menu >

### **File and/or pay taxes.**

- ▶ [File or Amend Return/Payment](#) 
- ▶ [Upload Additional Documentation](#) 

- ▶ [Payment Only](#) 

### **Select an account function to perform.**

- ▶ [Add/Edit User Accounts](#) 
- ▶ [Cancel Licenses](#)
- ▶ [Print License Card](#)

- ▶ [Change Profile](#) 
- ▶ [Add a License](#)

### **View History.**

- ▶ [View Account Activity](#) 
- ▶ [View Pending Items](#) 


- ▶ [View/Edit Pending Electronic Payments](#) 
- ▶ [View Deleted Electronic Payments](#) 

Log out

## Main Menu >

**File and/or pay taxes.**

▶ **File or Amend Return/Payment** 

▶ [Upload Additional Documentation](#) 

▶ [Payment Only](#) 

## Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

**Note:** Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

### Filing Options

☒ File a Return For:

☐ Amend a Return For: 

☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-IX Wonder Woman Corporations (Importer/Exporter) 

--Please select a Period--

DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

SEP 2015 (Monthly Return)

AUG 2015 (Monthly Return)

☐ Manual Data Entry

Log out

Back

Next

**Step 2:** Choose from Filing Options to file, amend, or edit returns

**Step 1:** Use the dropdown boxes to display license numbers and returns

## Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

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### Filing Options

- ☒ File a Return For:
- ☐ Amend a Return For: ⓘ
- ☐ Edit a Saved Return:

Select the Data Entry Method:

3000-1000-IX Wonder Woman Corporations (Importer/Exporter)	▼
NOV 2015 (Monthly Return)	▼
--Please select a Period--	▼
--Please select a Period--	▼

- ☐ Upload File Containing Data
- ☒ Manual Data Entry

Log out

Back

Next

**Step 3:** Choose a Data Entry Method to input a schedule

Manual Data Entry allows you to enter the information one transaction at a time directly into EPath.

**Step 4:** Click Next

# PRODUCT TYPES

❖ Each type of fuel that is sold has a specific product. Below are the codes that will be used on your schedule.

<u>Product Code</u>	<u>Fuel Type</u>
061	Natural Gasoline
065	Gasoline
072	Kerosene (Dyed)
073	Kerosene (Low Sulfur)
074	Kerosene (High Sulfur)
123	Ethyl Alcohol
125	Aviation Gasoline (AVGAS)
130	Jet Fuel
142	Kerosene (Clear)
145	Kerosene- Low Sulfur (Clear)
147	Kerosene- High Sulfur (Clear)
160	Diesel (Clear)
170	Biodiesel Blend (Clear)
171	Biodiesel Blend (Dyed)
228	Dyed Diesel
243	Methyl Alcohol
284	Biodiesel (Clear)
290	Biodiesel (Dyed)
092	Other

# SCHEDULE TYPES AND MODE OF TRANSFER

❖ Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

<u>Schedule Type</u>	<u>Description</u>	<u>Line(s) of Return</u>
1a	<p>This schedule type will report several types of gallons they are:</p> <ul style="list-style-type: none"> <li>➤ This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Paid).</li> <li>➤ Gallons of fuel imported that were purchased from a licensed South Dakota Supplier at an out of state terminal (Tax Paid).</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1- gallons imported (tax paid)</li> <li>➤ 4- Gallons imported from out-of-state terminal (tax paid)</li> </ul>
2a	This schedule type will report the gallons of fuel imported by means other than a pipeline into South Dakota (Tax Unpaid).	5
2c	This schedule type will report gallons of fuel that were pulled from a South Dakota pipeline with an original destination outside South Dakota, but then diverted back into South Dakota.	4
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7

❖ How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
B	Barge
PL	Pipeline



## Example: Return Data Entry

**Step 1:** Enter the information from your records into each box.

The Purchaser's FEIN or Social Security cannot be substituted for 999999999 if they are not available

### Return Data Entry >

Filing NOV 2015 Return For 3000-1000-IX

[Main Menu](#)  
[Logout](#)

[Data Entry >](#)  
[View Return](#)  
[Verify Info](#)

Enter the information for each listing in the fields provided below and click the 'Save' button to add/edit the listing. You may delete or edit records after they have been added. When done entering all listings click the 'Next' button to continue.

Schedule Type	5 - Gallons delivered with tax collected	Destination State	SD
Product Type	123 - Alcohol	Sold To	A Purchaser
Carrier Name	A Carrier Name	Purchaser's FEIN	999999999
Carrier FEIN	123456789	Date Shipped	11/01/2015
Mode	J	Manifest Number	123456
Origin State	SD	Gross Gallons	1500

☐ Clear form after updates  
Page 0 of 0 | Total Records: 0

**Step 2:**  
Click Save  
after each  
entry.

If you check this box it will clear the form to enter the next transaction.

Date Shipped is the Transaction Date

[Save Schedule Information](#)

**Step 3:** Once you have entered and saved all of your information click Next.

## Motor Fuel Tax Return - Import/Exporter >

[Main Menu](#)  
[Logout](#)

[File Definition](#)  
[File Layout](#)  
[File Upload](#)  
[File Preview](#)  
[View Return >](#)  
[Verify Info](#)

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

Reporting Period: DEC 2015		Return Due: 1/25/2		
TAX LIABILITY	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed Diesel Kerosene
1. Imports	1,800	0	0	1,800
2. Fuel Diverted to SD	0	0	0	0
3. Total Gallons	1,800	0	0	1,800
<b>CREDITS</b>				
4. Tax Paid Imports	1,800	0	0	0
5. Exports from bulk storage	3,600	0	0	0
6. Undyed K-1 kerosene				
7. Tax Unpaid Biodiesel				
8. Tax paid fuel diverted out of South Dakota/ Tax paid on exports	200	0	0	0
9. Total Credits	5,600	0	0	0
10. Tax unpaid exports	0	0	0	0
<b>TAX COMPUTATION</b>				
11. Subtotal Taxable Gallons	-3,800	0	0	1,800
12. Allowance	-57	0	0	
13. Total Taxable Gallons	-3,743	0	0	
14. Tax Rates	\$0.28	\$0.14	\$0.06	\$0.00
15. Taxes Due	(\$1,048.04)	\$0.00	\$0.00	
16. Total All Taxes Due	(\$1,820.28)			
<b>TANK INSPECTION FEE</b>		<b>TAXES AND FEES DUE</b>		
17. Total Gallons	-500	20. Total Interest	\$0.00	
18. Tank Inspection Fee	(\$10.00)	Total Penalty	\$10.00	
19. Total Taxes and Fees Due	(\$1,830.28)	21. Balance Due or Credit	\$0.00	
		22. Total Amount Due	(\$1,820.28)	

Your total credit due is (\$1,820.28)

[View Printer Friendly Version](#)

[Back](#) [Next](#)

Click Next

**TIP:** Always remember to review your entries before continuing on in the process.

**Please Note:** You will **NOT** be able to print your return after it is submitted. Click View Printer Friendly Version to print your return



## Example: Returns with Tax Due




On the Payment Method page you have the option to pay the tax amount due on your Importer/Exporter Return. If no tax is due you will not reach this page.

### Payment Method >

Filing NOV 2015 Return For 3000-1000-IX

**Step 1:**  
Choose a  
Payment  
Method

Select the Payment Method you will be using

- ☐ ACH Debit ?  
☐ ACH Credit ?  
☐ Credit Card   

A non-refundable convenience fee of 2.45% will apply if you pay by credit card.

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

☐ No Payment at this time. (Interest will apply to late payments.)

[File Preview](#)

[EB Summary](#)

[Payment Method](#) >

[Make Payment](#)

[Verify Info](#)

If you choose to make a payment at a later date select No Payment at this time and click Next.

**Step 2:** Follow the prompts to make a payment if you choose to make a payment at this time

Back

Next

**Step 3:** Click  
Next

# Verify Information >

[Main Menu](#)  
[Logout](#)

[File Definition](#)  
[File Layout](#)  
[File Upload](#)  
[File Preview](#)  
[View Return](#)  
[Verify Info >](#)

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

## Return Information

<b>License:</b>	3000-1000-IX	<b>Period:</b>	11/2015
<b>Name:</b>	Wonder Woman Corporations	<b>Return Due Date:</b>	1/25/2016
<b>File Code:</b>	Required Calendar Monthly	<b>Return Type:</b>	IX - Original
		<b>Total Tax Due:</b>	(\$1,830.28)
		<b>Interest/Penalty:</b>	\$10.00
		<b>Total Due:</b>	(\$1,820.28)
		<b>Payment Type:</b>	None

## Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return and associated schedules electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.


Login Password:

Back

Submit

**Reminder:** Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

## Confirmation Information >

Confirmation	
Confirmation Number:	<b>117251341694570807</b>
Date Submitted:	<b>Jun 09, 2016 5:25 PM</b>
Return	
License:	3000-1000-IX
Period:	11/2015
Return Type:	IX- Original
Return Due Date:	DEC 23, 2015
Total Amount Due:	-\$1,820.28
 <a href="#">View/Print Full Return</a>	

**Please Note:** You will **NOT** be able to print your return after you return to the main menu. Click View/ Print Full Return to print your return

Find additional information and instructions for using EPath  
at: <http://dor.sd.gov/epath/>

## *Questions?*

Call: 605.773.8178  
Email: [sdmotorfuel@state.sd.us](mailto:sdmotorfuel@state.sd.us)